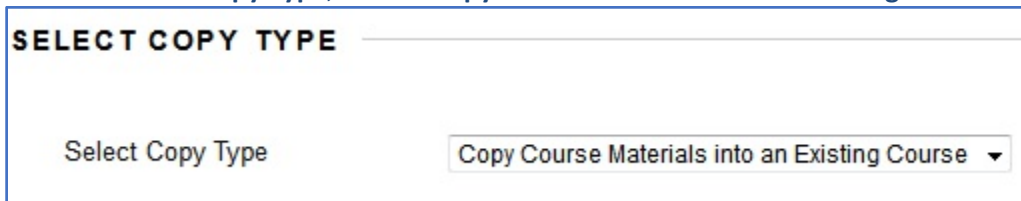


Blackboard Learn 9.1 - Course Copy

1. Login to **Blackboard Learn**
2. On the Home tab, under **myCourses**, click on the old course (the course whose content you would like to copy).
3. On the **Control Panel**, expand the **Packages and Utilities**, click **Course Copy**.



4. Under **Select Copy Type**, choose **Copy Course Materials into an Existing Course**.

A screenshot of the 'SELECT COPY TYPE' form. The form has a title 'SELECT COPY TYPE' and a text input field labeled 'Select Copy Type'. To the right of the text field is a dropdown menu with the selected option 'Copy Course Materials into an Existing Course'.

5. **Select Copy Options: Destination Course ID**; Use the **Browse** button to search and select the Destination Course ID from the Courses page. Your destination course is the shell into which you are copying this content. Find that shell on the Courses page and click the radio button next to it.

A screenshot of the 'SELECT COPY OPTIONS' form. The form has a title 'SELECT COPY OPTIONS' and a text input field labeled 'Destination Course ID' with a star icon to its left. To the right of the text field is a 'Browse...' button.

6. **Select** the course into which you would like your content copied. Click **Submit**

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Displaying 1 to 22 of 22 items Show All Edit Page

Cancel Submit

7. Under **Select Course Materials**, Select the Course Materials that you want to copy over into the new course. You could Copy everything by clicking Select All, although you may not want to copy Announcements. If you are not using Select All, you will want to include Grade Center Columns and Settings if you are copying Assignments and/or Tests.

8. File Attachments:

Select **Copy links and copies of the content (Include all Course Files)**

FILE ATTACHMENTS

Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. Click **More Help** for additional information.

Course Files

- Copy links to Course Files
- Copy links and copies of the content
- Copy links and copies of the content (include entire course home folder)

Package Size

Calculate Size Manage Package Contents

9. Under **Enrollments**, make sure that Include Enrollments in the Copy box is **UNCHECKED**.
[Checking Include Enrollments in the Copy enrolls your prior semester students in your new course.]

4. Enrollments

Copy enrollments for all users in the course. This option does not copy user records in the course, such as grades. User records are only copied with Exact Copy.

Enrollments Include Enrollments in the Copy **DO NOT CHECK**

10. Click **Submit**.

You will be taken back to the “Packages and Utilities” page, where the following message will be displayed:

Success: Course copy action queued. An email will be sent when the process is complete.

Packages and Utilities

Blackboard will send you an email message via your email address when the actual copying is completed. It may take up to 5 minutes to complete the Course Copy process and receive email.

Once you receive the e-mail notification that it has completed, go to the **myLearn** tab, access the course, and verify that your content has been copied correctly.

Last revised November 17, 2014